

SCIENCE APPLICATION

This document is for reference only. Applications will only be accepted via our online system.

BEFORE YOU BEGIN

Please refer to the helpful advice provided [HERE](#) to assist you to more easily complete your application.

You may also like to refer to our [Privacy Policy](#).

IMPORTANT:

As well as submitting the application online you must **MAIL OR HAND DELIVER A HARDCOPY** of the completed application **to our office by 5pm AEST on the closing date**. Hardcopies are required as applications may be sent to external expert reviewers. Please note that applications received after the closing date **WILL NOT** be considered irrespective of the postmark date.

ATTACHMENTS REQUIRED TO BE MAILED:

- **ABR printout**
- **Completed Application form**
- **Budget**
- **Confirmation of funding** if applicable
- **Letters of support** if applicable
- **Ranking letter** (universities) if applicable.

Refer to the *Attachments* section for full details of all requirements.

ABOUT YOUR ORGANISATION

Applicant Organisation

Exactly as per your ABN – Refer to the [Australian Business Register](#)

Organisation / Institute / Faculty / Centre name

If your organisation is not a university please re-enter your organisation name as per ABR entry.

Universities - please include the University name and the major section that you are applying from e.g.

University Name: Faculty of Medicine, Nursing and Health Science OR If you are applying from a Research Centre or an Institute please include the main name (not a sub-section). The format should be *University Name: Centre/Research Institute Name*.

Applicant Organisation – AKA (acronym, trading name, former name)

Some organisations are known more commonly by a trading name. If your organisation uses a trading name please check that it is listed with your Entity Name on the [Australian Business Register](#).

Acronyms are the abbreviation formed by the initial letters of words e.g.

The Ian Potter Foundation - IPF. If an acronym applies to your organisation please include it here.

Australian Business Number (ABN)

Select Your Organisation Type

Your organisation's type is noted on the [Australian Business Register](#).

If your organisation is a State Government entity you will need to provide us with a letter from the Australian Taxation Office stating that but for its connection with government your organisation would be a charity and a tax exempt entity.

Select the primary focus of your organisation

Select One:

- Arts Organisation
- Botanical / Zoological / Geographical
- Community Service
- Education
- Employment Service
- Environment / Conservation
- Health Service / Hospital
- Policy Institute
- Professional association
- Research organisation
- Think tank

Address

Street / PO Box

City/Suburb/Town State Postcode

Organisation telephone

Organisation/Faculty/Centre/Institute web address

ORGANISATION'S PRIMARY CONTACT DETAILS

e.g. **Chief Executive Officer or equivalent or the Research or Grants Office contact**

Please note that the Foundation works with a specific contact person in each university.

You must [contact your university research office](#) to discuss this submission in advance of completing this application form.

Head of Organisation (CEO or equivalent)

Name

Gender

Position Title

Email

Describe the work of your Faculty/Centre or Research Institution addressing each of the following:

- *1.** Please provide a brief description of your Faculty/Centre or Research Institution.
Word count 0 of 200
- *2.** Who is the Dean of your Faculty and/or Head of Department (or equivalent)?
Word count 0 of 50
- 3.** If you are applying from a university who is your current Vice-Chancellor?
Word count 0 of 50
- 4.** Board Members (if applicable)
- 5.** Provide the URL / link to your current **audited and signed** Financial Report.
If you are unable to provide the URL you **MUST** include the Financial Report as an attachment.
- 6.** Provide details of any significant organisational or financial information that has impacted on your organisation and/or faculty/centre/institute since your most recent Annual Report and audited financial statement.

e.g. changes in funding, structure or size; changes in strategic direction or research priorities, acquired property or other. Please leave blank if you have nothing to add.
Word count 0 of 150
- 7.** Provide the URL / link to your current Annual Report.
If you are unable to provide the URL and your organisation does not have a website you are required to provide additional information. Refer to the Attachments section.

REQUEST DETAILS

Primary Contact for Project i.e. Lead Chief Investigator

Name

Position Title

Gender

Email

Telephone / Mobile Phone

Your name and the name of your School or Centre in the following format:

e.g. [Dr Albert Einstein, School of Medicine](#)

If you do not work in a [University of Research Institute](#) include your name only.

- *1. Please indicate the where your project will take place.**
Select the most relevant Local Government Areas (LGAs). Postcodes can be converted to LGAs. If you need assistance please refer to this link [Local Government Areas](#) and search for your postcode(s).

If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select "National" if the initiative is Australia-wide.
- 2. If necessary, please provide any additional/clarifying information about where your project will take place.**

***3. Select from the list below to indicate the geographic reach of your project**

Please click on this link: [Geographic Reach Classifications](#) to search for your town/city or postcode and confirm the classification. (e.g. Geelong = Metropolitan, Hobart = Inner Regional).

- Metropolitan Inner regional Outer regional Remote Across all areas

***4. Indicate which population group will be served by your proposed project.**

- Animals
- Not relevant/no specific target
- Other

***5a. Which of the issue area(s) will you be working in?**

From the list, select a maximum of 4 areas

5b. Issue area

If you selected 'other' in the list above, please include the issue area(s) you will be working in.

***6. Title of project**

Word count 0 of 15

***7. Describe your proposed project**, clearly stating what you want to do with the funds.

Please provide a brief statement of what your project intends to do and achieve. You will have opportunities to expand further in the application.

This grant will enable us to. . . .

Word count 6 of 100

***8. What are the identified needs that will be addressed by this project? Please provide your data sources.**

This question is seeking to understand why this project is required, do you have evidence of need for your project to take place? If so, it always helps to provide details on what this evidence is.

In one, or two sentences give your reason for undertaking the project and how you are going to do it.

Word count 0 of 25

***9. The Foundation values collaboration. Which partners will you work with to deliver this project?**

If you are working with other organisations in the delivery of your project we recommend you provide letter(s) of support from key partners to demonstrate their commitment to the work. You can add letters of support via the application Attachment section.

If you are working with or involving external partners please briefly outline how they will be involved.

Word count 0 of 150

***10. What is the primary type of project support you are seeking?**

- Capital and Infrastructure
 - Equipment purchase
 - Building and renovations
 - Land/building acquisition
- Core funding/operations
 - Backbone support for collective/sector activities
- Dissemination/promotion
- Organisation capacity building
 - IT/database/website upgrade
 - Fellowship/chair
 - Professional development/mentorship
- Program development
 - Pilot program
 - Program creation
 - Program expansion
 - Program maintenance
 - Program replication
- Research/evaluation
 - Data, taxonomy, mapping and/or measurement systems
 - Program evaluation
 - Research
- Transport
- Unknown/other

***11. How does your project relate to the Science funding objectives?**

Please address objective 1 if you have applied through the Expression of Interest (EoI) process:

1. To support high quality scientific research programs led by early career and established researchers with preference for research relating to the fields of environmental science and renewable energy.

Address objectives 2 and/or 3 only if requested by the Program Manager:

2. To encourage the development of fellowship programs available to early career researchers in the fields of environmental science and renewable energy.
3. To support projects and infrastructure that enhance science communication skills and capacity, translate research and embed ongoing collaboration in the sector.

Only comment on the objective(s) that closely align with your project.

Word Count 0 of 300

***12. Has this project been done or researched in Australia or internationally? What makes your organisation best placed to deliver it in Australia?**

Word Count 0 of 200

***13. Total cost of the project**

Please do not include dollar signs and round up to the nearest dollar e.g. 247,880

***14. How much are you requesting from The Ian Potter Foundation?**

Please do not include dollar signs and round up to the nearest dollar e.g. 150,000

***15. How long (in months) will it take to complete your project?**

i.e. 12 if your project will take one year, 24 for two years etc

16. If your request is for a grant to be paid over more than one financial year, please detail as in following example -

e.g. Request is for \$50,000 p.a. over 3 years for a total of \$150,000.

Leave this field blank if you are requesting one payment only.

***17a. Project start date.**

Please refer to our [funding round dates](#) for the earliest date that your project may start. We do not fund retrospectively. Please contact the office on (03) 9650 3188 should you wish to discuss the timing of your project further.

***17b. Project end date.**

***18a. The Foundation expects that there will be risks associated with every project. If you have a pre-existing risk matrix or contingency plan please upload it here.**

***18b. If you don't have a risk matrix or contingency plan, refer to our [examples here](#) as a prompt to assist you in formulating your risks.**

Please outline what risks may affect the successful completion of your project and how will you mitigate against them?

Word count 0 of 150

19. Who is the lead researcher for this project? (format: Dr Albert Einstein, School of Medicine)

NOTE: Please leave blank if same as Primary Contact

Note: you will need to upload an abridged CV for the lead researcher - 2 page maximum

20. What is your sustainability plan? i.e. self-funding, government support, other philanthropic grants etc.

If relevant, where and how will you source the funding needed to sustain the project?

Word count 0 of 200

21. What plans, if any, do you have to share the results of your work with others?

Word count 0 of 150

GOALS/ACTIONS/OUTCOMES

A minimum of 2 (maximum of 5) project goals must be completed. These goals should refer to your project and not the goals of your research. If you are successful in securing a grant, you will be required to report against achievement of these goals. You should ONLY state short-term goals that you intend to achieve during the life of the project (long term outcomes are covered below).

Goals should be short-term outputs; KPI's/timeline actions can also be known as activities. For more information on "SMART", see [SMART Goals](#). Please include SMART-specific, measurable, achievable, relevant and time-bound actions in your timeline. Make sure you consider things you will be measuring within your project (number of participants, workshops, publications).

EXAMPLE

(i) Goal

Deliver 3 annual communication workshops to build communication skills of early career researchers.

(ii) Timeline

KPI 1: Develop content for workshops (January - March 2018)

KPI 2: Advertise and recruit participants (annually in lead up to each workshop)

KPI 3: Run 3 communication workshops annually for ECRs in multiple states (one per trimester) from 2018-2020.

(iii) Measurements

i.e. Short-term measure of success (what can be measured by the end of the grant period, longer term outcomes are covered below).

1. A minimum of x researchers attend annual workshops
2. Participants surveyed for feedback and x% report that they found the workshops to be valuable
3. Follow up 12 months post-workshop with participants to see if workshop has improved their dissemination practices (increased/enhanced # publications, presentations).

Project Goals 1 to 5

***(i) What is your first goal?** Word count 0 of 70

***(ii) Please provide a timeline of the actions/KPI's necessary to achieve this goal.**

e.g. When will you: consult others; undertake planning; advertise your event; undertake background checks etc? Word count 0 of 70

***(iii) What measurements will you put in place to determine if you have achieved your goal?**

Word count 0 of 70

LONG-TERM OUTCOMES AND MEASUREMENTS

***(i) From the following list, select a maximum of three long-term outcomes**

- Mobilise and significantly increase financial resources from all sources to conserve and sustain (project, organisation, sector, ecosystem)
- Promotion/dissemination of best practice/new knowledge (including conferences and media appearances)
- Improved quality of policy/policy dialogue
- Improved service system/sector collaboration
- Early career artist/researcher receives ongoing funding/position

- Proportion or important sites for terrestrial, freshwater and marine biodiversity that are covered by protected areas, by ecosystem type
- Introduce policy measurements to prevent the introduction and significantly reduce the impact of invasive alien species
- H-factor/number of scientific publications
- Research group receives ongoing funding (NHMRC/ARC/corporate)
- Number of extramural scientific collaborations
- Renewable energy share in the total final energy consumption
- Facilitate access to clean energy research and technology, including renewable energy, energy efficiently and advanced and cleaner fossil-fuel technology
- Promote investment in energy infrastructure and clean energy technology
- Proportion of female researchers

*** (ii) How will you evaluate these outcomes?**

e.g. What specific indicators will you use for each outcome? Who (Internal/External) will lead the evaluation/collect the data?

Word count 0 or 150

PROJECT BUDGET

You must submit a budget for your project - both online and in hardcopy. Please use our [Budget Template](#).

Your itemised budget should include the following headings where applicable.

Income

- confirmed grants from government or other funding sources
- unconfirmed funding requests
- cash contributions from your organisation
- inkind contributions and

Expenditure items

- a breakdown of salaries
- consultants fees
- capital costs
- administration costs
- equipment purchases
- advertising and/or promotion etc.

PLEASE NOTE

Where relevant you must itemise each section, refer to example:

Income

Grants from government or other funding sources: \$93,000

- ABC Foundation \$15,000
- 123 Trust \$28,000
- Government \$50,000

ATTACHMENT SECTION

ADMINISTRATION / RESEARCH / GRANTS OFFICE

PLEASE read this section carefully. The application and all requirements must be submitted online but we also require a hardcopy of the application and some of the requirements to be mailed to the Foundation.

PRINTING A HARDCOPY

Please print the application AFTER you have submitted it online - NOT while it is in progress.

In your My Account select Submitted Applications from the drop-down menu and open your application. It will appear as a webpage. From your internet browser menu select Print and print the application in Portrait orientation.

UPLOADING FILES TIP: File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.

MAIL or HAND DELIVER THE FOLLOWING – to be received in our office by 5.00pm AEST on the closing date.

- ABR printout of your organisations details from the [Australian Business Register](#).
- A letter from the Australian Charities and Not-for-profits Commission (ACNC), but only if your organisation is a Government Entity. The letter from the ACNC must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax exempt entity
- your completed application
- the budget
- letters of support (if applicable)
- letters of confirmation of funding (if applicable)
- CEO Letter - (from the requesting organisation's CEO or equivalent person e.g. Director of Institute, University Vice-Chancellor or Deputy Vice-Chancellor Research) attesting to the value of each application to the organisation.
- Ranking Letter - in the case of multiple applications in one or more program areas (other than travel and conference grants), advice must also be provided as to the priority ranking of all such applications.

Address:

The Ian Potter Foundation
Level 3, 111 Collins Street
MELBOURNE VIC 3000

Upload the following requirements:

1. ABR print-out

ABR print-out of your organisation's details from the [Australian Business Register](#).

2. Declaration

Print a copy of the application Declaration and arrange for it to be signed and dated by the Director of the research institute, CEO or other signatory as specified on the Declaration. Then scan it and upload it as an attachment. Click [here](#) to download the [Declaration](#).

3. ACNC letter

If your organisation is a Government Entity include a letter from the Australian Charities and Not-for-profits Commission (ACNC). It must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax exempt entity. Please call our office on 03 9650 3188 if you require further information.

4. Audited Financial Statement

Upload your organisation's most recent signed and audited statement but ONLY if you have not included the URL / link for it in question 5 in the section *About your Organisation*.

5. Annual Report

Upload a pdf of your Annual Report if you have not included the URL / link for your Annual Report in question 7 in the section *About your Organisation*.

6. Letters of Support

Include letters of support if you are working in partnership with another organisation, or working with other organisations in the delivery of your project as they demonstrate that you have their support. Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation i.e. funding (cash amount), staff/personnel, research, other items of 'in kind' support etc.

Letters of support should be specific to each supporting organisation and it is recommended that you do not use or provide them with a 'cut and paste' template.

You may include up to 3 letters of support and it is helpful to us if the file name indicates which organisation/person has written it.

7. Letters of Confirmation

If you have received confirmation of funding from other foundations / trusts, governments, outside sources the letter(s) of confirmation should be attached.

8. Head of Department letter of support

A letter of support from the Head of Department stating why the application is a priority for the institution and with confirmation of cash support would be highly regarded.

9. Other e.g. business plans, building designs, wireframes, evaluations, program logic etc.

Note: If further information is needed in the review of your project you may be contacted prior to the Board Meeting at which the grant request is to be considered.

You should receive notification of the outcome of your application by mail within four months of the funding round closing date.